## **Step-by-Step Wobook Directions**

## www.wobook.com

**What is Wobook?** Wobook is a web-based tool that allows users to upload documents (e.g., PowerPoint, Word, Excel, PDF) and turn those files into an electronic book with one-click. Each Wobook is assigned its own URL, which can be shared with others after creating. Please note: the first five Wobooks you create are free; however, you can also purchase a monthly package that allows 50 books/month and includes additional features.

## Step I. Create a Free Account

- 1. Go to <u>www.wobook.com</u>. Scroll down page and click on *Register* to create your free account
- 2. Enter your email address
- 3. Create a password 🔵
- **4.** Type the same password into the confirm box
- 5. Mark the box to *accept the terms of use*
- 6. Click Register 🧲



- 7. You will receive a message requiring you to validate your email address. At this time, login to your email and confirm the new Wobook account
- 8. Your email will contain the following message
- 9. Click on the confirmation link to confirm your

Wobook account	
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Madam, Sir	
To confirm your registration www.wobook.com, pleas Once this operation is completed, you can access the library and wobooks!	
Confirmation link: http://www.wobook.com/confirmation	court php <u>?</u>
Your confirmation code: jp cNwAfW759yFBhM s3e2 automatically)	2 (useful if the registration form was not filled in

## Step II. Log in and begin using Wobook

1. You may be asked to login to your new account. Click on the words My Account



2. To begin creating your Wobook, click on the plus sign.



- **3.** Locate the file on your computer (files may be PowerPoint, Word, Excel, or PDF). To do so, click on the bar with the green arrow.
- 4. Wait until the upload is complete before clicking on the screen or closing the window.

New wobook New wobook: uploading source document
Upload the source document (PDF, Word, Excel, PowerPoint, Open Office) to create your wobook. Notice : DO NOT TURN OFF THIS WINDOW UNTIL UPLOAD IS COMPLETED!
Choisissez le document à télécharger

- **5.** You will then be prompted to set a name and description for the Wobook you've created. Once entered, click *Save and Proceed to the Next Step.*
- 6. To find the list of Wobooks you've created, click *My Wobooks*. You can simply select the Wobook you'd like to view.
- 7. If you'd like to find your Wobook URL link, click on the *link icon* (looks like a chain link).

